



Code: 8257

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: DISTRICT ASPHALT SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, positions report to a General Foreman of Laborers; direct work operations within an assigned district, supervising multiple crews and monitoring work operations relating to the spreading, finishing and compacting of asphalt for the re-surfacing and repair of City residential streets and alleys and related asphalt work, and performs related duties as required

ESSENTIAL DUTIES

- Oversees day to day field work operations including the preparation of surface areas (e.g. grinding) and the spreading, finishing and compacting of asphalt for the pavement, re-surfacing and repair of residential streets and alleys
- Supervises Asphalt Foreman and their work crews, resolving operational problems and ensuring work crews receive timely delivery of asphalt and other required resources and equipment (e.g. grinders, pavers, rollers) to efficiently complete work projects
- Monitors and directs the work operations of specialized crews installing alley humps, street speed humps, alley key cuts, ADA ramps and related jobs
- Inspects work sites and monitors work in progress to assess and ensure compliance with established work procedures, safety practices and quality standards
- Responds to incidents and troubleshoots problems at job sites, working with managers, vendors and crew foremen in resolving problems delaying or preventing the completion of jobs
- Reviews daily manpower reports and equipment resources and works with supervisor in re-allocating personnel to ensure adequate manning of crews and efficiency of operations
- Confers with asphalt vendors and management to schedule, monitor and track the timely delivery of hot asphalt from plants to work sites
- Monitors the ordering and delivery of asphalt and additional supplies to complete the job
- Monitors and evaluates work performance of subordinate staff; addresses performance issues; and initiates and enforces disciplinary actions as required
- Responds to complaints of poor quality or inadequate work of asphalt crews in the pavement, re-surfacing or repair of streets and alleys, inspects completed jobs and takes proper actions to correct problems
- Reviews accident and injury reports and conducts required follow-up
- Prepares management reports on completed asphalt work projects, status of planned and scheduled projects and related productivity and performance reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of work experience in the paving and repair of street surfaces using asphalt materials and/or related asphalt equipment of which two years are in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required.

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., traffic, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g. telephone, printer, photocopier, fax machine)
- Computer and peripheral equipment (e.g. personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *use of street surface repair equipment and materials
- *applicable safety principals, methods, practices, and procedures specific to asphalt work
- *use of safety equipment and protective gear
- *applicable safety and code standards specific to street paving and resurfacing, including OSHA standards

Some knowledge of:

- Personal computer operations and applicable software
- *management and supervisory methods and practices
- geographical locations within the City

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- TIME MANAGEMENT - Manage one's own time and the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: April, 2012